



Safeguarding Policy

CHURCH DETAILS

Name

Citifaith Church

Church Address

38 – 40 Regent Street, Swindon, SN1 1JL

Email Address & Phone No.

admin@citifaith.co.uk; 01793 481555

Charity No.

1112463

Company No.

5185527

Introduction

Citifaith Church is committed to the safeguarding of the children, young people and vulnerable adults with the aim of upholding the honour of God's name and keeping the gospel from disrepute. This is accomplished by protecting everyone in our care, especially the children, young people and vulnerable adults we serve, and equipping the volunteers who work with them.

This Policy outlines how the Church will:

- Providing a healthy, nurturing and protective environment for everyone who engages with our church.
- Protect those under our care from harm and abuse, and if abuse is identified, ensure it is handled effectively, promptly, and proportionately.
- Provide leadership and accountability in relation to safeguarding so that trustees, staff and volunteers are clear about their responsibilities and duties and are supported to competently fulfil them.
- Promote and support a culture of transparency that enables the raising of concerns and complaints, where necessary. The Church will also fully comply with any investigation by statutory services into allegations of abuse made against one of its members.

This policy does not cover adults who do not fall under the statutory category of adults at risk, as described below. Adults who do not fall under this category should refer to the Citifaith Church Complaints Policy.

Church Policy

Citifaith Church recognises the need to provide a safe and caring environment for children and young people. It also acknowledges that children and young people can be the victims of physical, sexual and emotional abuse, and neglect. The Church has therefore adopted the procedures set out in this document (hereafter "the policy").

It also recognises the need to build constructive links with statutory and voluntary child protection agencies. The policy and attached practice guidelines are based on a model published by Thirtyoneeight 318) formerly known as Churches' Child Protection Advisory Service (CCPAS)) and prepared in consultation with Swindon Borough Council Social Services. The Church undertake to file a copy of the policy and practice guidelines with CCPAS and social services, and any amendments subsequently published. The Church agrees not to allow the document to be copied by other organisations.

The Church is committed to on-going child protection training for all children/youth workers and will regularly review the operational guidelines attached.

The Church also undertakes to follow the principles found within the Abuse of Trust guidance issued by the Home Office. All adults working with young children, young people and vulnerable adults are in a position of trust. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted. As of April 2022 it is illegal in England for those in Positions of Trust in a faith setting to engage in sexual relationship with a young person younger than 18 under their care or supervision.

Scope

This policy applies to everyone at Citifaith Church, whether trustees, leaders, paid staff or volunteers. This policy does not cover health and safety issues relating to safeguarding children such as play equipment or provision of food at events.

Responsibilities & Commitments

Our responsibilities

- To protect those under our care, particularly children, young people and adults at risk of abuse, and to ensure that best practice in safeguarding is embedded into the culture of our Church.
- To treat all people equally, showing no partiality, as we seek to serve and nurture growth in obedience to God and his word.
- To value, respect and listen to every member of our community, especially those who are vulnerable or fearful.
- To work in partnership with children, young people, their parents/carers, adults at risk of abuse, and local and national partner agencies to promote the welfare and protection of those under our care.

How we will seek to fulfil these responsibilities

- We will seek to visibly demonstrate our commitment to safeguarding throughout the Church. Our senior leaders will oversee safeguarding, and will support the development of best practice and accountability for everyone who serves (whether paid or voluntarily) in the Church.

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- We will ensure that those who are responsible for safeguarding at the various levels of the organisation are appropriately trained and supported to competently fulfil their role.
- We will actively seek to create and maintain a culture that is consistent with our biblical principles and best practice in safeguarding.
- We will ensure that we have robust and relevant safeguarding policies, procedures and systems that are regularly reviewed.
- We will ensure that we appoint a Designated Safeguarding Lead and at least one deputy who will take responsibility for leading safeguarding across the organisation.
- Delegation of tasks and responsibilities will be clearly outlined in the relevant role descriptions and the organisation's safeguarding structures, complete with contact details, will be made publicly available.
- We will adopt safer recruitment best practice in the recruitment and selection of staff and volunteers.
- We will provide effective leadership, management and support for our staff and volunteers who serve the Church including: ongoing training, supervision and pastoral support, and performance review.
- We will ensure that we consider safety in all areas of our ministry; developing a positive culture, managing health and safety through effective policies and procedures; using risk assessments, processes and proportionate systems; creating a positive and nurturing environment in all aspects of the community; considering online as well as physical environments, including our use of social media and technology.
 - We will ensure that we have policies, procedures and systems for managing allegations against staff or volunteers, supported by a culture of listening to allegations and responding with rigour, fairness and transparency.
 - We will also ensure that our leaders are competent to handle complaints.
- We will deal with all complaints in a fair and transparent manner, including clear appeals processes.
- We will clearly communicate our expectations of conduct for those who serve the Church (whether paid or voluntarily) especially regarding bullying, cyber-bullying, harassment (including sexual harassment), intimidation and discrimination.
- We will seek to identify concerns about the safety or wellbeing of those under our care, and to respond appropriately and proportionately:
 - To direct or refer them to local or national services that can help them (Appendix A).
 - To provide information, guidance and support as we are able, that will assist them.
 - To share information appropriately with partner agencies where we have concerns about the safety of an individual and statutory criteria are met.
- We will record and store information accurately and securely in line with our legal duties, information sharing policies and national and local guidance and agreements (e.g. consent

forms, attendance data for children, young people and adults at risk of abuse, accident and incident reporting, confidential recording of safeguarding concerns, etc.)

2.2 Governance and Oversight

The Trustees will provide effective oversight of safeguarding across the Church by ensuring that:

- The Church leadership promote the importance of safeguarding and lead the development of a culture that is biblically faithful, healthy, transparent, and accountable.
- A suitably knowledgeable and appropriately skilled DSL and a DDSL are appointed and that they are adequately supported and resourced.
- The Coordinators and Trustees will ensure all workers will be appointed, trained, supported and supervised in accordance with the principles set out in government guidelines “Safe from Harm” (Home Office Code of Practice, 1993), CCPAS guidance and Church practice guidelines. The same principles will be applied to those appointed to work with vulnerable adults.
- A proportionate and legally compliant safeguarding policy is in place and that it is reviewed with input and support from the Safeguarding Leads at least annually, but more frequently as required.
- The Safeguarding Leads provide an update to the Trustees on a bi-annual (once every six months) basis (which can be conveyed via one of the Trustees).
- The effectiveness of the safeguarding arrangements is reviewed annually in line with the review of the policy and procedures.

Safer Recruitment

Citifaith Church is committed to ensuring that all workers, whether paid or voluntary, are safely recruited, appropriately trained, and effectively supported and supervised in line with current government guidance on safer recruitment.

For all roles involving children and young people (under 18) in Church-organised activities, the following requirements apply:

Application Form Submission and Reference Checks

- Potential volunteers must submit a completed application form (Appendix J) providing relevant personal details, experience, and suitability for the role.

- Provide two satisfactory references attesting to the applicant's character, conduct, and suitability to work with children and young people.
- All references will be appropriately reviewed as part of the safer recruitment process before any appointment is confirmed.

Disclosure and Barring Service (DBS) Checks

All employees and volunteers must obtain an enhanced DBS check prior to commencing their role.

DBS Renewal and Update Service

As best practice, DBS checks for volunteers will be renewed every three years. This may be completed via the DBS Update Service or by submitting a new DBS application. Volunteers must provide written consent for the Church to carry out status checks through the DBS Update Service where applicable.

Safeguarding Training and Induction

All employees and volunteers must complete safeguarding induction training and will be provided with a copy of the Church's safeguarding policy.

Supervised Trial Periods

Any prospective volunteer undertaking a trial in ministries involving children or young people must be supervised at all times by a volunteer who holds a valid enhanced DBS check. This supervised trial period may last for a maximum of 8 weeks, during which the prospective volunteer must not be left alone with children or young people under any circumstances

Disclosure of Relevant Information

All employees and volunteers are required to disclose any relevant information during the onboarding process, including any disclosures or concerns arising from a DBS check.

Safeguarding and Code of Conduct Agreement

All employees and volunteers must sign a safeguarding declaration confirming they have read, understood, and agree to adhere to the Church's safeguarding policies and their associated responsibilities.

Further details of the **recruitment process** are outlined in **Appendix B (Recruitment Flowchart)**. The **Safeguarding and Code of Conduct Contract** can be found in **Appendix C**.

Administration of this process is overseen by the Church Administrator, who will refer to the Safeguarding Leads with any questions or concerns.

Training

Citifaith Church is committed to regular safeguarding training for all leaders, with the aim of equipping the volunteers who serve in this ministry, and protecting the children, young people and adults at risk.

All leaders will receive safeguarding induction training upon appointment. They will also receive safeguarding training at least annually. The frequency of training may be increased to up to twice per year where identified as necessary.

The Safeguarding Leads will receive training from a safeguarding body at least every 2 years, in line with best practice.

In accordance with Charity Commission guidance, all Trustees will be DBS checked and receive safeguarding training due to their positions of leadership in the Church and pastoral responsibilities.

Guest Workers for Little Fishes, Citikidz and Cityth

Individuals who do not attend Citifaith Church may be invited to participate in or lead Citifaith activities. **Guest workers will not have unsupervised contact with children and the Church will require an enhanced DBS check, photographic ID, and a reliable reference before participation.**

Blemished Disclosures

If the recruiter receives a blemished DBS disclosure with information that is relevant to the position, it will be referred to the DSL for advice, or the DDSL in their absence.

Where a blemished DBS disclosure does not bar the individual from working with children or adults at risk, the Safeguarding Leads should undertake an **Individual and Offenders Risk Assessment** which can be found in Appendix D.

If the applicant on the 'Barred List' has applied for a position, they will not in any circumstance be allowed to undertake a role working with children or adults at risk.

Responding to Offenders

The Church recognises its responsibility to respond appropriately to individuals who have offended, or who may pose a risk to others, while also demonstrating care, accountability, and compliance with legal and safeguarding requirements in England. The Church will cooperate fully with statutory agencies, including the police, local authority safeguarding teams, and probation services.

- **Information Sharing and Risk Assessment**

Where the Church becomes aware that an individual has a conviction, caution, or ongoing investigation relating to offences against children or vulnerable adults, this information must be reported immediately to the Church Safeguarding Lead.

A individual risk assessment will be carried out in consultation with relevant statutory agencies where appropriate (Appendix D). Information will be handled confidentially but may be shared on a need-to-know basis in line with safeguarding and data protection laws.

- **Safeguarding Agreements**

Where appropriate, individuals who pose a risk may be asked to enter into a written safeguarding agreement (Appendix E). This agreement will clearly outline boundaries and expectations, which may include restrictions on access to certain areas or activities or a requirement to be accompanied or supervised while on church premises.

Breach of the agreement may result in further action, including exclusion from Church activities.

- **Participation in Church Activities**

Individuals who pose a safeguarding risk will not be permitted to undertake roles involving children, young people, or vulnerable adults. Any participation in other Church activities will be carefully managed and supervised in line with the agreed safeguarding plan.

- **Support and Accountability**

The Church will seek to offer appropriate pastoral support to individuals, recognising the importance of accountability and rehabilitation. Support will not override safeguarding responsibilities, and boundaries will be clearly maintained.

- **Responding to Concerns or Incidents**

Any safeguarding concerns or breaches involving an offender or individual posing risk must be reported immediately to the Safeguarding Lead. The Church will take prompt action, which may include referral to statutory authorities such as children's social care or the police.

- **Review and Monitoring**

Safeguarding agreements and risk assessments will be reviewed regularly and updated as required. The Church Safeguarding Lead will oversee ongoing monitoring to ensure compliance and safety.

Ministries Involving Under 18's

Adult to Child Ratios

The Church is committed to the following minimum adult to child (under 18) ratios to ensure the safety of children under its care.

Children must usually be within both sight and hearing of volunteers and always within at least either sight or hearing. Leaders should take care to avoid situations in which they are alone with a child.

Age range of children	Number of Adults	Number of Children
0-2 years	1 adult	3 children
2-3 years	1 adult	4 children
3	1 adult	8 children
11-18 years	2 adults	First 8 young people
	1 additional adult	Every additional 12 young people

Consent Form for Children (Under 18's)

When a child first joins a Church-organised ministry activity, a parent/guardian must complete a consent form from the relevant under 18's team. This will be available both in printed form and online. Online forms will be stored within the Church's secure drive in line with the Data Protection Policy.

The parent/guardian must indicate their consent for the Church to hold emergency contact details and information on medical conditions, allergies, special dietary requirements, or other needs.

Completed forms should be given to the Safeguarding lead or Office Administrator at the end of the Sunday. If neither of these can be found the form should be placed in the pigeonholes outside the office and the relevant persons notified.

Registers

Leaders and any other adults present during the session are required to sign in on the register. Leaders must sign in each child at the beginning of the lesson.

The only adults permitted to be present are the appointed leaders, except when a child in Little Fishes requires their own parent/guardian to care for their needs. The only exception to this is when the Safeguarding Team or another member of the leadership team needs to access the room for spot checks.

At the end of the session, leaders must ensure that parents/guardians sign out their child to confirm that they have collected the child and they are no longer in the care of Little Fishes, Citikidz, or Cityyth.

Leaders and Children Leaving the Room

Leaders must not ordinarily leave the room in order to preserve the correct adult to child ratios. In an emergency setting, the emergency takes priority over ratios.

Children must not leave the room unaccompanied, except to allow children to use the toilet.

Toileting for under 11's

For when a child requires the toilet during a Citifaith Church activity, the following should apply.

- Children should always have access to a toilet.
- If wearing a nappy, the parents/ carers of the child are solely responsible for changing these.
- Children attending a kids club activity who are no longer wearing nappies will take themselves to the toilets on a one by one basis.
- Where personal care is needed, the child's parents/carers will always be called for in accordance with parental permissions.
- A team member should never go into the cubicle with the child nor undress a child, but rather should contact the child's parents / carers to provide this support. Only where a child's parents/carers are not available (eg. Kids summer camp), and in cases where this is absolutely necessary (eg. Medical accident, significant toileting accidents), can this be considered, but this must always take place in the presence of another appropriate and DBS checked adult.

Citifaith Church consistently engage in ongoing reflections on how to mitigate the risk of peer-on-peer abuse and at the same time the risk of adult to child abuse.

Mobile Phones, Photography and Video

Leaders and volunteers must not use personal mobile phones while supervising children, except where necessary for approved purposes (e.g. contacting parents/carers or facilitating planned activities such as playing music).

Consent for photographs or videos will be obtained in advance via the Children's Consent Form and is strictly for authorised church use only.

Leaders, volunteers, and any adults present must not take photographs or videos of children for personal use.

Images or videos of children must not be shared, stored, or published on social media or any external platform without explicit prior consent from a parent or guardian.

Children for whom parental consent for photography has not been granted must be clearly identified (e.g. through the use of a coloured band or other agreed method) to ensure they are not included in any images or recordings.

Accidents and Incidents

All leaders must be conscious of any potentially hazardous equipment or items in their respective rooms and take care to remove or store them safely.

In case of an accident, leaders may access any of the first aid kits stored in the register boxes. Leaders must first inform the parent/guardian and second, the Safeguarding Lead.

In the event of life-threatening illness or injury, emergency services will be called first and the parents/guardians will be located and informed immediately.

Leaders must record all accidents or incidents, whether major or minor, on the Accident/Incident Form as soon as possible following the event. These are kept securely in accordance with Citifaith Church's Data Protection Policy.

Illness

Children with infectious illnesses must not be admitted to children ministry groups and should remain away from sessions for a minimum of 48 hours after the symptoms have ceased, or longer where advised by a medical professional. If a child becomes unwell whilst in your care, they should be separated from the other children and supervised by a leader until collected. Parents or carers must be contacted and asked to collect the child as soon as possible.

Contacting Parents

Under 18's team leaders may contact parents/guardians via phone or text if they are required to care for the needs of their child.

Discipline

All Children and Youth leaders are responsible for providing a loving, respectful, and orderly atmosphere. This atmosphere should be maintained by preparing beforehand, verbally encouraging positive behaviour and, when necessary, correcting or redirecting inappropriate behaviour.

If a child becomes uncontrollable and their behaviour presents a serious, immediate danger either to themselves or those around them, appropriate and proportional physical restraint may be used. Incidents of this nature must be reported on an Accident/Incident Form soon as possible and reported to a Safeguarding Lead.

Appropriate contact and conversation

All leaders must strive to be above reproach in all that they do and wisdom is often required to know what that looks like in different situations. In any given situation while working with children and young people, leaders should consider 'What is the worst way this could be perceived?' All leaders must be willing to receive advice from a fellow caregiver if their behaviour is beginning to stray from what is wise. Leaders should adopt the following practices:

- Always avoid being alone in a room with a young person.
- Conversations should be appropriate for the age of the young person.
- Avoid unnecessary physical contact with young people.

Communicating Electronically with Young People (11-17 years)

It is not appropriate to communicate electronically with any child under 11, and this is not to be done.

The following guidance should be followed for electronic communication with young people aged 11 to 17 years.

Leaders should avoid unnecessarily communicating on a one to one basis with young people via:

- Text Message
- Email
- Instant messaging
- Social media

Where communication does occur by the above methods the following steps should be taken:

- The content of any messages should be limited to youth ministry-related matters.
- If possible, send messages to a group and not an individual young person. For example, sending a copy to another youth ministry leader or the young persons' parent/guardian.
- Apart from in exceptional circumstances, communication should not occur from 10pm-8am.
- Use clear unambiguous language to reduce the chance of being misinterpreted.

Trips and Travelling in the Car

When transporting children, volunteers should not be left alone with one child in the car. Leaders should set an example in following basic road safety when taking young people on trips.

Leaders should have their driving license for at least 6 months before driving children.

For organised under 18's team trips, an Off-Site Activity Risk Assessment (Appendix I) should be undertaken. Leaders must inform parents in advance regarding, pick-up and drop-off times, and modes of transportation.

Activities should be appropriate for the ages of all young people attending. In particular, leaders should consider the age-appropriateness of films that are shown.

Informal Meetings

There may be opportunities to meet and study the Bible outside of Church-organised activities. In these contexts, leaders should seek to meet with more than one individual at a time.

Informal meetings may be arranged with the following conditions:

- There is consent from the young person's parent/guardian.
- The overall youth leader has been consulted on the appropriateness of meeting and has been informed that meeting(s) will happen.
- Whenever possible, meetings should be prearranged and not happen 'on demand'.
- A record should be kept of when/where meetings have taken place (e.g. in a diary).
- If possible, meetings should take place in the parent/guardian home in a room with an open door, while a parent/guardian is present in the home.

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- If this is not possible, meetings should take place in public, such as a coffee shop. One on one meetings should never take place in a leader's home.

Occasional Ministries Involving Under 18's

In addition to Sunday morning meetings, Citifaith Church may have other occasional ministries involving under 18's for which safeguarding procedures must be in place.

Church Events

For events with organised children's supervision children will be registered upon arrival. They will also be signed in at the beginning of organised supervision. **Parents are responsible for their children at all times when they are not signed into the supervision of Citikidz, Little Fishes, and Cityth leaders.**

Lunches with Church Family

Children are under the care of their parents/guardians for the duration of any lunches, whether organised by the Church or privately.

Babysitting

Members or attendees of the Church may organise babysitting with one another during Church-organised activities, such as mid-week community groups or evening prayer meetings. The Church takes no formal role in this regard and the babysitting is a private arrangement between the parents/guardian and the volunteer.

If a safeguarding concern is reported or identified to someone while babysitting and the child is at immediate risk, dial 999 and follow the advice given.

Uncommon Situations

No policy can be written that covers every eventuality. If a situation arises that is not covered or where the appropriate action is unclear, **it must be raised with a Safeguarding Lead and a record kept of the discussion. These notes will be considered in future updates of the Safeguarding Policy.**

Working with Vulnerable Adults

The Care Act 2014 defines an adult to whom statutory safeguarding duties apply as adult who:

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- *Has needs for care and support (whether or not the Local Authority is meeting any of these needs)*
- *Is experiencing, or at risk of abuse and neglect*
- *As a result of those care and support needs is unable to protect themselves from either the risk of or the experience of abuse or neglect.*

See Appendix F for the Code of Conduct for staff and volunteers working with adults at risk.

When meeting with adults at risk in the context of pastoral care, workers should maintain notes from the meeting, stored confidentially and in accordance with Citifaith Church's Data Protection Policy.

Under the Mental Capacity Act 2005, an adult may be considered to lack capacity if, at time a decision needs to be made, they are unable to understand, retain, use, or weigh relevant information, or communicate their decision, due to an impairment of or disturbance in the functioning of the mind or brain. This impairment or disturbance may be temporary or permanent.

Citifaith Church recognises that a person's capacity must not be judged solely on the basis of their:

- *age*
- *appearance*
- *medical conditions*
- *behaviour*

All adults should be treated with dignity and respect, and every effort should be made to support individuals in making their own decisions wherever possible.

If the individual is not believed to be competent to consent (as defined in the Mental Capacity Act, 2005) to attendance, consent will be sought from their carer.

If the individual is believed to be competent to consent to attendance, they will be encouraged to be open and transparent with their carer (if any). Consent will be sought for the Church to contact their carer with a view to establishing open communication and transparency.

Leaders of the Church or of the meeting in question will be vigilant to ensure that the individual is adequately protected. Consideration will be given to recruiting volunteers from within the Church to provide additional care and support, if needed. Any volunteers would be subject to the same recruitment procedures as applies to volunteers working with children.

Any concerns or support needs identified will be recorded and reported to the DSL, following the procedures laid out in this policy.

Responding to Allegations or Suspicions of Abuse

An allegation of abuse is defined as a concern or claim that an adult with access to a child or an adult at risk has caused them harm. For definitions and signs of abuse for children and adults at risk, see Appendix G.

Guidance on how to respond to a disclosure can be found in Appendix H.

The leadership of Citifaith Church is committed to developing a strong culture of awareness regarding abuse, neglect, discrimination, bullying, or other areas of concern. Leaders will receive regular safeguarding training to help ensure the protection of children while under the care of the Church.

Reporting Concern or Disclosure

Under no circumstances should a leader or volunteer carry out their own investigation into an allegation or suspicion of abuse. Follow the procedures below.

- Staff, leader, or volunteer should make a report of the safeguarding concern or incident using the Safeguarding Concern Form or online **as soon as possible, and in all cases within 24 hours.**

Safeguarding Concern and Incident Form

QR Code:



- Staff, leader, or volunteer to inform the appropriate Safeguarding Officers via phone call/ in person detailed down below as soon as possible or within 24 hours.

Designated Safeguarding Lead (DSL)

Name: Andie Gomez-Deak

Tel: 07447985376

Email: andie@citifaith.co.uk

The above is nominated by the Leadership to act on their behalf in dealing with the disclosure, allegations or concern, including referring the matter on to the statutory authorities.

In the absence of the Designated Safeguarding Lead, or if the concerns in any way involve the DSL, then the report should be made to:

Deputy Safeguarding Lead

Name: Gemma Vinton

Tel: 07712671874

Email: gemma.safeguarding@citifaith.co.uk

If the suspicions implicate both the Lead and the Deputy Lead, then the report should be made in the first instance to either:

Name: Joanne Holder

Tel: 07496798773

Email: joanne.safeguarding@citifaith.co.uk

Name: Michael Ifil

Tel: 07833097191

Email: michael.safeguarding@citifaith.co.uk

If the suspicions implicate the Safeguarding Team then the report should be made in the first instance to either:

- **Thirtyone:eight (formerly Churches Child Protection Advise Services)**
 - Telephone number: **0845 120 4550**
- **MASH**
 - Telephone number: 01793464646
 - Out of hours: 01793436699

Suspicions must not be discussed with anyone other than those nominated above. A record of the concerns should be made and kept in a secure place.

Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Lead, the absence of the Safeguarding Lead or Deputy Safeguarding Lead should not delay referral to the Social Services Department.

The Safeguarding lead/ team may seek initial advice from the Thirtyone:eight helpline. Based on the nature and level of the concern, they will then determine whether a referral to the appropriate statutory services is required. All concerns, decisions and actions taken will be accurately recorded using the Church's safeguarding database, Iknowsafeguarding.

The Church Leadership will support the Safeguarding Lead/ Safeguarding Team in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

It is, of course, the right of any individual as a citizen to make a direct referral to the child protection agencies or seek advice from Thirtyone:eight, although the Church Leadership hope that members of the church will use this procedure. If, however, the individual with the concern feels that the Safeguarding Lead /Deputy Safeguarding Lead has not responded appropriately, or where they have a disagreement with the Safeguarding Leads as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Church Leadership demonstrate the commitment of the church to effective child protection.

The identities of the Safeguarding Lead and the Safeguarding Team will be displayed prominently within the church building. The Safeguarding Lead may also be required by conditions of the Church Insurance Policy to immediately inform the Insurance Company.

The role of the Safeguarding Lead/ Deputy Safeguarding Lead is to collate and clarify the precise details of the allegation or suspicion and pass this information on to the Social Services Department. It is the work of Social Services and the police to investigate the matter under Section 47 of the Children Act 1989.

Managing Immediate Risk

If you have an immediate concern for the wellbeing of a child, young person or adult at risk, call 999.

In urgent situations, call the Safeguarding Officers nominated above. If the Safeguarding Officers cannot be contacted, you should call MASH on 01793464646 and follow the advice given.

Suspension

Citifaith Church may at any time suspend the employee or volunteer for a reasonable period of time during any period in which the local authority or police is carrying out an investigation into alleged acts or defaults. In such circumstances, employees or volunteers may be suspended 'without prejudice' to protect the subject from further allegations, the Church from allegations of impropriety, and in cases of alleged abuse, the child or adult at risk.

Confidentiality and Data Protection

Information about individuals will be managed in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Confidentiality will be respected, but it will not prevent the sharing of information where necessary to protect others.

Monitoring & Evaluation

The Trustees will review the Safeguarding Policy at appropriate intervals in consultation with the safeguarding leads. They will monitor the effectiveness of the policy, amending it as necessary.

This policy will be reviewed annually in _____

Signed for and on behalf of the Trustees by:

Lesley Everson

Chairman

Amon Bandera

Finance Director

Date: _____

Policy approved:

Appendix A: Signposting

This appendix provides information about organisations, services, and resources that can offer advice and support. The contacts and services do not replace the need to report concerns in accordance with the organisation's safeguarding procedures.

Urgent mental health support:

Mental Health Triage - [NSH 111](#)

Samaritans- [Helpline- 24 hour access, 7 days a week](#)

Adverse Childhood Experiences (ACE's) and Trauma:

Swindon and Gloucestershire Mind- <https://www.sgmind.org.uk>

Bereavement

Loss of baby or child- [Lullaby Trust.org](#)

Bereavement signposting and information- <https://www.ataloss.org>

[Wiltshire Treehouse | Supporting Children & Young People Through Grief](#)

Child Mental Health Support

https://www.swindon.gov.uk/info/20230/child_and_adolescent_mental_health_services_camhs/1553/camhs_accessing_the_service

Domestic Abuse

National Domestic Violence Helpline- 0808 2000 247 (24-hour free phone)

Website- nationaldahelpline.org.uk

Women's Aid- [Support Directory](#)

Online Chat: <https://chat.womensaid.org.uk/>

Men's advice line- [Access Support](#)

Swindon Domestic Abuse Support Service on 01793 610610 (24-hour helpline) [Teams - Paragon Team](#)

[Swindon | The Nelson Trust](#) - women's centre

<https://societywithoutabuse.org.uk>

<https://www.swindonsistersalliance.co.uk>

<https://refuge.org.uk>

Risk of Suicide- resources for crisis

Shout- [UK's confidential and free 24/7 Mental health text service](#)

Papyrus- [Youth Suicide Prevention](#)

Drug And Alcohol Support

Children - [UTURN - Substance use support service | Swindon Borough Council](#)

Adult - [Drug and Alcohol Service - Swindon | Change Grow Live](#)

Rape and Sexual Abuse

[The Bridge - Help after rape and sexual assault](#) tel: 0117 342 6999

[Rape Crisis England & Wales](#)

Children - [Swindon and Wiltshire Phoenix Project | Barnardo's](#)

Children & Adults - [Swindon & Wiltshire ISVA Service | Independent Sexual Advisory Service - First Light](#)

<https://rapecrisis.org.uk>

<https://www.firstlight.org.uk/our-services/sarc-swindon/>

<https://napac.org.uk>

Health Swindon

[GWH | Sexual health](#) 01793 604038

Risk of Self-Harm

<https://www.mind.org.uk/information-support/types-of-mental-health-problems/self-harm/treatment-and-support-for-self-harm/>

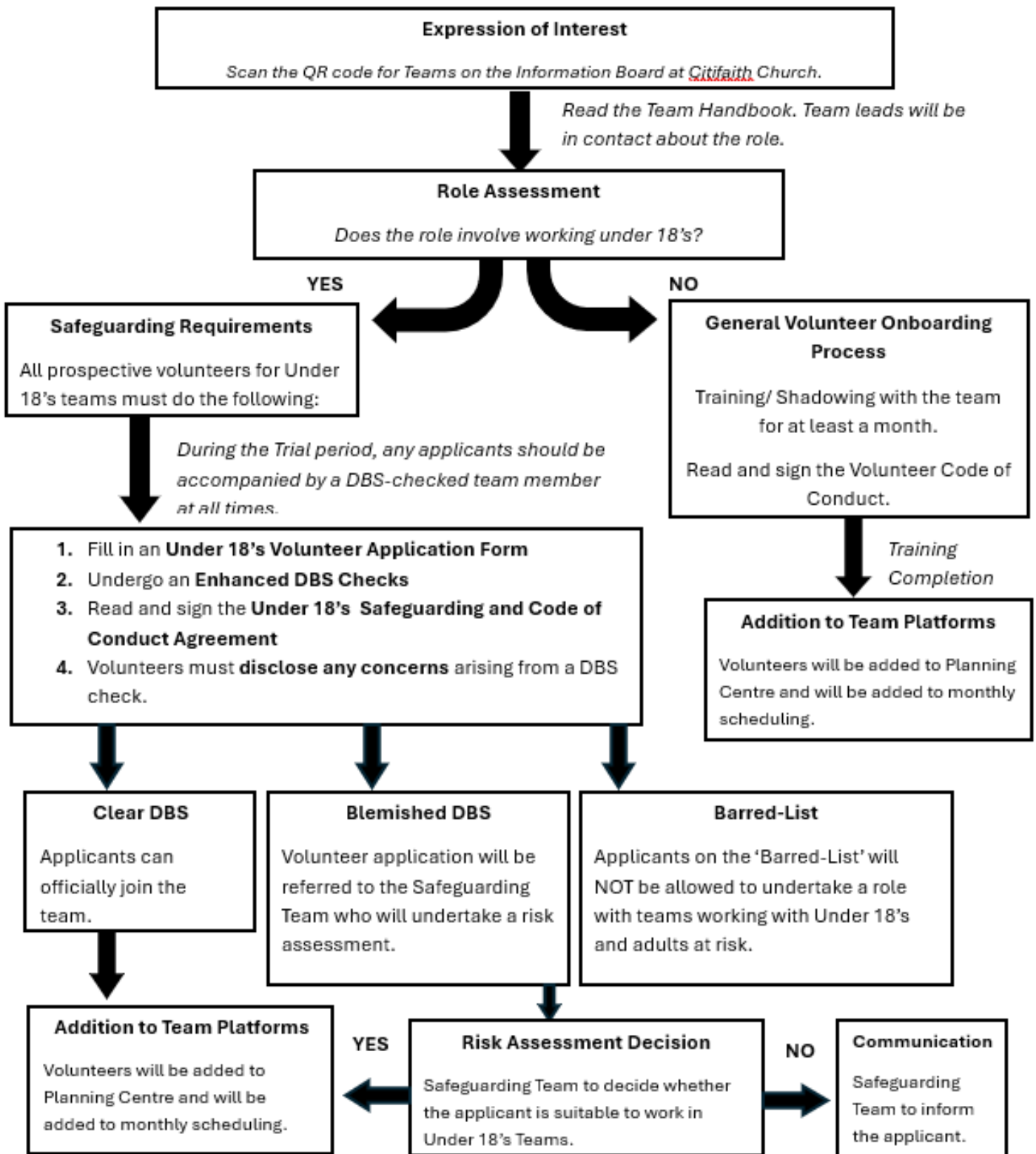
<https://harmless.org.uk>

Stalking Support

<https://alicerugglestrust.org>

<https://www.paladinservice.co.uk>

Appendix B- Volunteer Recruitment Flowchart



Appendix C: Safeguarding and Code of Conduct Agreement for Under 18's

Purpose

This behaviour code outlines the conduct expected of all workers and volunteers of under 18's ministries. The code of conduct aims to help protect children and young people from abuse and inappropriate behaviour from those in Positions of Trust and to reduce the risk of unfounded allegations of abuse being made.

The role of workers (staff and volunteers)

When working with children and young people, you are considered in a position of trust for Citifaith Church. You will be seen as a role model and must act appropriately.

Code of Conduct

1. RESPECT

Staff and volunteers are expected to:

- Treat all children and young people with respect, dignity, and care.
- Listen attentively to what children and young people communicate.
- Recognise and value each individual's unique contribution and identity.

2. LEADING BY EXAMPLE

Staff and volunteers will:

- Model behaviour that reflects the standards expected within the church.
- Use appropriate, respectful language at all times.
- Challenge and address inappropriate language or behaviour from children, young people, or adults in a constructive manner.

3. PHYSICAL CONTACT

Staff and volunteers must **not**:

- Engage in rough, physical, or sexually provocative games (e.g. wrestling, massaging).
- Undertake personal care tasks that a child or young person can do independently.

Where assistance is required (e.g. due to age, disability, or additional needs):

- Seek guidance and, where appropriate, involve parents/carers or another authorised adult.

Staff and volunteers must:

- Ensure that all physical contact is appropriate, necessary, and non-intrusive.
- Never engage in or permit inappropriate touching of any kind.

4. ONE TO ONE CONTACT

Staff and volunteers must:

- Avoid being alone with a child or young person in situations that are not visible to others.
- Ensure activities take place in open or observable environments (e.g. doors left open, visible spaces).
- Where privacy is necessary, inform another staff member or volunteer of the meeting, including its location and purpose.

5. COMMUNICATION

Staff and volunteers should:

- Be mindful that actions and words may be misinterpreted, regardless of intent.
- Avoid making assumptions; always seek to verify facts before drawing conclusions.
- Never trivialise safeguarding concerns or abuse.
- Refrain from making suggestive, inappropriate, or ambiguous remarks or gestures, even in jest.

6. RELATIONSHIPS

- Staff and volunteers must not engage in any form of sexual relationship with children or young people under their care.
- Personal relationships between staff or volunteers must not impact professional responsibilities or the safe delivery of ministry.

7. SAFEGUARDING RESPONSIBILITIES

Staff and volunteers must:

- Read and adhere to all safeguarding policies, procedures, and guidelines.
- Report all disclosures, concerns, allegations, or suspicions promptly to the Safeguarding Team.
- Never promise confidentiality to a child or young person; information must be shared to the appropriate team to ensure safety.
- Never share confidential or sensitive information inappropriately.

Breaching the Code of Conduct

Any staff member or volunteer who breaches this Code of Conduct may be subject to disciplinary action. The nature of the response will be proportionate to the seriousness of the breach and may include suspension or termination of their role within Citifaith Church.

Where appropriate, the church reserves the right to refer concerns to relevant statutory agencies, including the police, the local authority children's services, and the Disclosure and Barring Service (DBS). All staff and volunteers have a responsibility to act on concerns. Any suspected or known breach of this Code must be reported promptly to the Safeguarding Lead. Paid staff may also report concerns to their line manager.

Declaration

I declare that:

- I have read, understood, and agree to abide by the expectations outlined in this Code of Conduct and all relevant policies supporting my work with children, young people, and vulnerable adults.
- I will operate in accordance with Citifaith Church's Safeguarding and Child Protection Policy and associated procedures.
- Where my role involves working with children (under 18's), I have completed, or will complete, the appropriate Disclosure and Barring Service (DBS) clearance process.
- I declare that I have not been convicted of, nor been the subject of any substantiated allegation relating to, child abuse, sexual misconduct, or violence involving children, whether directed at a child or occurring in the presence of a child.
- I agree to inform the Designated Safeguarding Lead or the Safeguarding Team if I become subject to any allegations.
- I understand that any allegation made against me concerning the abuse or neglect of a child or vulnerable adult will be referred to the police and/or other relevant statutory authorities for investigation.
- I agree to disclose to the Safeguarding Team any relevant information arising from a DBS check, including any disclosures or conditions.
- I will promptly report any concerns, suspicions, disclosures, or allegations regarding the welfare of a child or vulnerable adult, or the conduct of any staff member or volunteer, in line with safeguarding procedures.

Applicant's Full Name and Signature: _____ Date: _____

Member of the Safeguarding Team: _____ Date: _____

Appendix D: Individual Risk Assessment Form

Subject of Risk Assessment (if a child, include the age)		Age:
Location		
Date of Risk Assessment		
Date for Review		Review frequency:
Responsible Leader		
Professionals/ others involved (if applicable)		
Reason for risk assessment (including a view on the individual's awareness and acknowledgement of the concerns)		
Safeguarding Officer Name (who completed the form)		

What are the concerns	How likely will the risk occur?	Risk grading (low, medium, high)	Measures to mitigate risks	Grading after putting measures in place	Date completed

Guidance Notes:

1. This document will primarily be overseen by the Safeguarding lead and may even be completed in conjunction/ with a worker or volunteer who knows that situation or individual well.
2. This tool can be used when dealing with:
 - a. *Risks that are known and substantiated*
 - b. *Those that are unsubstantiated but still warranting some form of safeguarding arrangements*
 - c. *On receipt of a blemished disclosure during the recruitment process*
3. Information about risks an individual may pose maybe received from anyone of these following services: Social Services, Police, Probation or Health services. Seek to contact them to clarify more information and where possible seek to gather their view on your risk assessment.
4. Possible safeguarding measures to mitigate risks could range from a safeguarding contract to informal supervision or monitoring arrangements. Depending on the nature of the risk and the potential groups that may be vulnerable through encountering the individual, Citifaith Church will consider realistic ways of managing and supporting the individual concerned.
5. If the risk assessment indicates that Citifaith Church is unable to manage the risk and individual poses (either due to scale of work with vulnerable groups or lack of resources), Citifaith Church will advise individual may not be the appropriate place for them to attend.

Appendix E: Safeguarding Agreement

This agreement outlines the expected conduct and agreed boundaries to ensure the welfare and safety of: _____ and all children and young people attending Citifaith Church.

This agreement is being put in place due to a prior allegation relating to:

The individuals named below have been carefully selected and appointed to provide support to you. They are aware that you are subject to safeguarding considerations and will seek to offer pastoral care, including listening, providing appropriate guidance, and praying with and for you where appropriate

As part of this process, you will need to be accountable to these individuals by adhering to the conditions outlined below. **By signing this contract, you are agreeing to the following:**

1. I have been honest and transparent about any allegations/ cautions/ convictions with the people listed above.
2. I will never allow myself to be in a situation where I am alone with children/ young people or adults at risk of harm.
3. I will not be involved in any aspect of children or youth work at the church.
4. I will not place myself in the vicinity of children, young people or adults at risk.
5. I accept that anyone of my appointed individuals listed above will sit with me during church activities, accompanying me when I need to use other facilities. I will not enter parts of the building where children’s activities are in progress or any isolated area for any reason.
6. I will decline invitations of hospitality where there are children in the home. I will refuse any request to provide babysitting and support child care from people attending the church.
7. I will not take photographs and take videos whilst at church or any church event.

8. I accept that the people named in this contract will inform those who need to know about my circumstances in order for them to safeguard the children and young people for whom they have a duty of care.
9. I accept that contact will need to be made with my probation officer/ police officer, who will meet with church leaders or members of the small group as and when necessary.
10. If I decide to attend a different church, I will make the people named in this contract aware. I accept that the details of this contract will be shared with the Safeguarding Team.
11. I understand that this contract will be reviewed every three to six months (timeframe will be decided upon the time of signing the contract) and will remain in place for an indefinite period of time depending on the conviction process.

Signature	Printed Name	Date

This contract had been agreed by me as part of the Safeguarding Team.

Signature	Printed Name	Date

Appendix F: Code of Conduct Agreement for Working with Adults at Risk

This Code of Conduct sets out expected standards of behaviour for all staff and volunteers working with adults at risk within Citifaith Church. It is designed to promote dignity, respect, safety, and appropriate boundaries in all interactions.

1. RESPECT

Staff and volunteers must:

- Treat all adults at risk with respect, dignity, patience, and compassion.
- Recognise and value each person's individuality, choices, and lived experience.
- Support adults at risk to make informed decisions wherever possible, promoting independence rather than dependency.
- Avoid any behaviour, language, or attitudes that could be perceived as discriminatory, dismissive, or disrespectful.

2. CLEAR BOUNDARIES

Staff and volunteers must:

- Maintain clear, professional boundaries at all times.
- Avoid forming relationships that could be seen as exploitative, coercive, or overly dependent.
- Not use their position of trust for personal gain, favour, or advantage.
- Be mindful that adults at risk may be more vulnerable to influence or dependency.

3. ONE TO ONE CONTACT

Staff and volunteers must:

- Avoid being alone with an adult at risk in a closed or isolated environment wherever possible.
- Ensure one-to-one meetings take place in visible, appropriate, and safe settings.
- Where privacy is required, ensure another appropriate person is aware of the meeting, its location, and purpose.
- Keep doors open or ensure visibility where appropriate and safe to do so.

4. COMMUNICATION

Staff and volunteers must:

- Communicate clearly, respectfully, and appropriately at all times.
- Avoid language that is intimidating, patronising, suggestive, or offensive.
- Be aware that communication (including digital communication) may be misinterpreted and should always remain professional.

5. PHYSICAL CONTACT

Citifaith International Church & CIC are trading names of Citifaith Church

A: 38-40 Regent Street Swindon SN1 1JL **P:** 01793 481555

E: admin@citifaith.co.uk **W:** www.citifaith.co.uk

Charity No: 1112463 Company Number: 5185527

Staff and volunteers must:

- Ensure any physical contact is appropriate, necessary, and respectful.
- Always consider the wishes, comfort, and consent of the adult at risk.
- Avoid any physical contact that could be misinterpreted or cause distress.
- Never engage in physical contact that is sexual, aggressive, or intrusive in nature.

Where support is required (e.g. mobility or personal care needs):

- Follow care plans where available.
- Seek consent and, where appropriate, involve family members, carers, or authorised professionals.

6. RELATIONSHIPS

Staff and volunteers must:

- Not engage in sexual relationships with adults at risk where a position of trust exists.
- Be aware of the potential imbalance of power in any relationship with an adult at risk.
- Ensure personal relationships do not interfere with professional responsibilities or safeguarding duties.

7. SAFEGUARDING

Staff and volunteers must:

- Be alert to signs of abuse, neglect, or exploitation.
- Report all concerns, disclosures, or suspicions immediately to the Safeguarding Lead.
- Record concerns accurately and factually in line with safeguarding procedures.
- Never investigate concerns independently.
- Treat all personal information sensitively and securely.
- Share information only on a need-to-know basis in line with safeguarding procedures.
- Never promise confidentiality.

Breach of Code of Conduct

Any staff member or volunteer who breaches this Code of Conduct may be subject to disciplinary action. The nature of the response will be proportionate to the seriousness of the breach and may include suspension or termination of their role within Citifaith Church.

Where appropriate, the church reserves the right to refer concerns to relevant statutory agencies, including the police, the local authority children's services, and the Disclosure and Barring Service (DBS).

All staff and volunteers have a responsibility to act on concerns. Any suspected or known breach of this Code must be reported promptly to the Safeguarding Lead. Paid staff may also report concerns to their line manager.

Declaration

I confirm that:

I have read, understood, and agree to abide by the expectations outlined in this Code of Conduct and all relevant policies supporting my work with adults at risk.

I will operate in accordance with Citifaith Church’s Safeguarding Policy and associated procedures.

I declare that I have not been convicted of, nor been the subject of any substantiated allegation relating to, child abuse, sexual misconduct, or violence involving children, whether directed at a child or occurring in the presence of a child.

I understand that any allegation made against me concerning the abuse or neglect of a child or adults at risk will be referred to the police and/or other relevant statutory authorities for investigation.

I agree to disclose to the Safeguarding Team any relevant information arising from a DBS check, including any disclosures or conditions.

I agree to inform the Designated Safeguarding Lead or the Safeguarding Team if I become subject to any allegations.

I will promptly report any concerns, suspicions, disclosures, or allegations regarding the welfare of a child or adults at risk, or the conduct of any staff member or volunteer, in line with safeguarding procedures.

Name of Applicant	Signature	Date

Appendix G: Categories, Definitions and Indicators of Harm

Category	Definition	Examples	Indicators
Physical Abuse	<p>Non-accidental harm to the body. From careless rough handling to direct physical violence.</p> <p>Unlawful or inappropriate use of restraint or physical interventions.</p>	<p>Hitting, slapping, pinching, shaking, pushing, scalding, burning, dragging, kicking, physical restraint, locking an individual in a room or a car.</p>	<p>History of unexplained falls or minor injuries, bruising which is characteristic of non-accidental injury – hand slap marks, pinch marks, grip marks, bite marks, scalds, flinching, reluctant to undress</p>
Sexual Abuse	<p>Direct or indirect involvement in sexual activity without capacity and/or consent. Individual did not fully understand or was pressured into consenting.</p> <p>Note: A child under 16 years old can never consent to any sexual act</p>	<p>Coercion to be involved in the making or watching of pornographic material. Coercion to touch e.g. of breasts, genitals, anus, mouth, masturbation of either self or others, penetration or attempted penetration of vagina, anus, mouth with or by penis, fingers and or other objects</p>	<p>Pregnancy in a women unable to give consent, difficulty in walking or sitting with no apparent explanation, torn, stained or bloody underclothes or bedding, Bleeding, bruising to the rectal and/or vaginal area, bruising. Behavioural changes, sexually explicit behaviour, explicit language, self harm, obsession with washing, fear of pregnancy may be exaggerate</p>
Child Sexual Exploitation (CSE)	<p>A form of sexual abuse where a child or young person under 18 is manipulated, coerced, or deceived into sexual activity in exchange for something they need or want (e.g., money, gifts, affection, accommodation, drugs, alcohol). Exploitation can occur in person or online and often involves an imbalance of power.</p>	<p>A young person is given gifts, money, or attention by an older individual in exchange for sexual activity or sharing sexual images online.</p>	<p>Unexplained gifts, money, or possessions, Relationships with significantly older individuals, secretive use of phones or social media Missing episodes or staying out overnight Changes in behaviour, mood, or emotional wellbeing Sexualised behaviour inappropriate for age Evidence of coercion, control, or intimidation</p>

Category	Definition	Examples	Indicators
Female Genital Mutilation (FGM)	Procedures that intentionally alter or injure female genital organs for non-medical reasons. FGM is illegal in the UK and is recognised as a form of child abuse and violence against women and girls.	A girl is taken abroad during school holidays to undergo FGM before returning to school.	Family arranging extended trips to countries where FGM is practised Discussions about a "special ceremony" or "becoming a woman" Difficulty walking, sitting, or standing Frequent urinary or menstrual problems Reluctance to undergo medical examinations
Emotional Abuse	Behaviour which has a harmful effect on an individual's emotional well being or development, causing mental distress undermining their self-esteem and affecting individual's quality of life. Wilful infliction of mental suffering by a person in a position of trust and power	Shouting, coercion, bullying, blaming, insulting, ignoring, threats of harm or abandonment, intimidation, harassment, humiliation, depriving an individual of the right to choice and their privacy, dignity, self-expression, deprivation of contact, undermining self-esteem, isolation and over-dependence. Failure to provide a loving environment for a child.	Loss of interest, withdrawn, anxious or depressed, frightened, avoiding eye contact, irritable, aggressive or challenging behaviour, unexplained sleep disturbance, self harm, refusing to eat, deliberate soiling, unusual weight gain or loss
Neglect	Failure of any person who has responsibility for the charge, care or custody of an adult at risk or child to provide the amount and type of care or treatment that a responsible person could be expected to provide.	Fail to meet basic needs including food, environment, access to health care and education, failure to provide for social needs.	Unwashed/ dirty appearance, clothes too small/big, untreated sores or infections, isolation
Financial	The unauthorised taking (theft), deprivation or misuse of any money,	Misuse of power of attorney or appointeeship. Money and	Unexplained or sudden inability to pay bills, Power of Attorney obtained and misused

	income, assets, funds, personal belongings or property or any resources of an adult at risk without their informed consent or authorisation	possessions stolen, misuse or misappropriating money, valuables or property, possessions or benefits, undue pressure in connection with wills, property, inheritance or financial transactions, denying the adult at risk the right to access funds, unauthorised disposal of property or possessions, being asked to part with money on false pretences	when a person lacks or does not lack mental capacity to understand, unexplained withdrawal of money with no benefits, person lacking goods or services that they can afford, extortionate demands for payments for service
Child Criminal Exploitation (CCE)	When an individual or group exploits a child into criminal activity through coercion, manipulation, deception, threats, or violence, often for the benefit of the perpetrator. The child may appear to consent but remains a victim. Exploitation can occur face-to-face or online.	A child is groomed into transporting drugs or money between locations as part of County Lines activity.	Unexplained gifts, money, or possessions Associating with individuals involved in criminal activity Changes in emotional wellbeing or behaviour Drug or alcohol misuse Missing periods or regularly returning home late Carrying knives or weapons Increased secrecy about activities or friendships School absence or disengagement
Discriminatory	Exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals.	Verbal abuse, harassment or similar treatment, unequal treatment, deliberate exclusion from services such as education, health, justice and access to services and protection, harmful or derisive attitudes, inappropriate use of language	Repeated exclusion from rights afforded to citizens such as health, education, employment and criminal justice

Category	Definition	Examples	Indicators
Modern Slavery	Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.	Adult or Child trafficked into UK or between places in UK for purpose of sexual abuse or labour. Adult or Child forced to work as domestic servant. Adult or child forced to work as sex worker, farm labourer, car cleaner.	Individual may not have their passport or Identity documents. They may not have access to or contact with friends and family. May never be left alone, live in poor conditions, not be able to leave of own free will. May have no access to funds. May not know where they are or who they are with
Domestic Violence	Incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is or has been an intimate partner or family member regardless of gender or sexuality	Includes: psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence; Female Genital Mutilation; forced marriage.	Appears to be afraid of partner / of making own choices, behaves as though she/he deserves to be hurt or mistreated, low self-esteem or appear to be withdrawn, appears unable or unwilling to leave perpetrator, makes excuses for or condones the behaviour of the person alleged to have caused harm, blames abuse on themselves
Spiritual Abuse	Spiritual abuse is a form of emotional and psychological abuse that occurs within a religious or faith context. It involves the misuse of spiritual authority, religious beliefs, practices, or scripture to control, manipulate, coerce, intimidate, exploit, or harm an individual. Spiritual abuse can affect children, young people, and adults and	A church leader uses scripture to pressure a young person into compliance, discourages them from seeking outside help, or threatens spiritual consequences if they question authority or disclose abuse.	Excessive control over personal decisions, relationships, or behaviour Fear of questioning leaders or expressing doubts Use of scripture, prayer, prophecy, or religious teaching to manipulate or coerce Isolation from family, friends, or support networks Feelings of shame, guilt, fear, or

	may occur alongside other forms of abuse.		worthlessness linked to faith practices Pressure to maintain secrecy about concerns or wrongdoing Discouragement from accessing medical, mental health, safeguarding, or legal support An unhealthy culture of unquestioning obedience to leaders
Abuse of a Position of Trust	Occurs when an adult in a recognised position of authority, responsibility, or influence exploits their role to develop an inappropriate or sexual relationship with a young person. Under UK law, sexual activity between a person in a position of trust and a 16–17-year-old is illegal.	A youth leader develops a sexual relationship with a 17-year-old member of the youth group they regularly supervise.	Excessive one-to-one contact Favouritism towards a particular young person Secretive communications outside normal ministry activities Boundary violations Inappropriate physical or emotional intimacy Gifts, special treatment, or private meetings without accountability

Appendix H: Guidance on Responding to Disclosures

- Give them your full attention and keep your body language open.
- Be understanding and reassure them that their feelings are important. Phrases like ‘you’ve shown courage today’ help.
- Respect pauses and do not interrupt the individual. Recognise and respond to their body language.
- Make it clear that you are interested in what they are telling you. Reflect back what they said to check your understanding.
- Use their language to show it’s their experience.
- Avoid asking leading questions. Use T.E.D. (Tell Me, Explain...., Describe to me)

Appendix I: Off-Site Activities Risk Assessment Form

Event Details

Event Name	
Location	
Date/s	
Event Leader	
Church Ministry	
Lead Contact Number during the Event	
Age Range	
Number of Under 18's attending	
Number of Leaders/ Volunteers	
First Aider/s	

Event Risk Assessment

Risk/ Hazard	Grading (low, medium, high)	Who is at risk	Measures to mitigate risk	Grading after putting measures in place

Team lead: _____ **Date:** _____

Safeguarding Officer: _____ **Date:** _____

Appendix J- Under 18's Ministry Volunteer Application Form

Thank you for taking the time to complete this form. Please answer all questions as honestly and accurately as possible. This form must be completed by all prospective workers with children, young people and vulnerable adults.

All the information provided in this form will be collected and stored securely in line with our recruitment and GDPR policies.

First Name	
Last Name	
Date of Birth	
Phone Number	
Email address	
Address	
Occupation	

Additional Information

How long have you been attending Citifaith Church?
If less than a year, what was your previous Church?
Are you in a small group?
If yes, which small group? Please list your leader and location.
Have you volunteered or worked with children before?
If yes, please describe your role and any other relevant information.
Are you serving in any other team?

Which children's team are you interested in joining?

References

Please complete the details below with two people outside of your family who would be willing to provide a personal reference. If you have recently moved from another Church, one referee should be your previous pastor/small group leader. Citifaith Church reserves the right to take up character references from any other individual deemed necessary.

Reference One

First Name	
Surname	
Email Address	
Phone Number	
Relationship to applicant	

Reference Two

First Name	
Surname	
Email Address	
Phone Number	
Relationship to applicant	

Declaration

I confirm that the submitted information is correct and complete, I understand and agree to the conditions involving a Disclosure and Barring Service check.

Signature _____

Date _____

Citifaith Church will store the details on this form in accordance with the legal requirements of the EU General Data Protection Regulation (GDPR) (2016/679) and the Data Protection Act, for the purposes of safeguarding and facilitating emergency care.

